

Message

From: Ex. 6 Personal Privacy (PP)  
Sent: 3/23/2020 9:52:35 PM  
To: **Ex. 6 Personal Privacy (PP)**  
CC:  
Subject: Re: New chemical meetings

Ex. 6 Personal Privacy (PP)

Got it.

Thanks,

**Ex. 6 Personal Privacy (PP)**

**U.S. Environmental Protection Agency**  
1200 Pennsylvania Ave, NW  
Ex. 6 Personal Privacy (PP) **EPA EAST**  
Washington, DC 20460-0001

Ex. 6 Personal Privacy (PP)

On Mar 23, 2020, at 5:49 PM, **Ex. 6 Personal Privacy (PP)** wrote:

All,

This email is to summarize the feedback we received from [redacted] today on the purpose of each of the various New Chemical biweekly/weekly meetings with OPPT and OCSPP. We agreed to keep all three meetings (listed below) with specific purposes identified for each. For those on today's 2pm call, please revise the summary below if I've missed anything. Thanks.

New Chemical Meetings:

- 1) OPPT-Biweekly with New Chemicals with OPPT management (biweekly) -- Mondays at 2pm

Agenda:

- 1) Cross-Divisional issues or changes to NC policies/processes requiring OPPT IO feedback (RAD and CCD)
- 2) Process for Backlog updates (RAD, Ex. 6 Personal Privacy (PP))
- 3) Prep for OCSPP NC meeting (Thursday at 2:15pm)
- 4) Initial discussion on agenda that could be included on OCSPP NC weekly meeting (Thursdays at 2:15pm)

Materials:

- No standard materials; developed ad hoc based on issue added for biweekly

- 2) OPPT New Chemical Strategy Meeting with you (weekly) -- Tuesdays at 4pm

Agenda:

- 1) Review [redacted] report
- 2) Update on “red” and “yellow” cases in Incoming queue (RAD and CCD)
- 3) Update on “hair on fire” cases (CCD)
- 4) Final decision on agenda for OCSPP NC meeting (Thursday at 2:15pm)

Materials:

- [redacted] report - 1<sup>st</sup> report run on Monday, 3/23 at 7am [redacted]
- Daily list of cases “ready” for OPPT IO review and those in the pipeline for the week (RAD and CCD)

Note: The team prep meeting on Mondays at 11am will focus on the same agenda items for the Tuesday meeting.

3) New Chemical Weekly with OCSPP IO (weekly) -- Thursdays at 2:15pm

Agenda: items 1-4 reflect Lynn D.’s email on 3/23 at 10:30am

- 1) Submission rate for PMNs and LVEs over the past 4 week (CCD and RAD)
- 2) March case tally/progress (RAD and CCD)
- 3) Outstanding Consent Orders and date issued (CCD and OGC)
- 4) Boilerplate roll out and training (CCD)
- 5) TBD items from OPPT Monday and Tuesday NC meetings
  - Defer to [redacted] on issues vetted enough internally before add to Thursday agenda
  - [redacted] will take over responsibilities to coordinate with [redacted], Lynn D. and OCSPP IO for agenda

Materials:

- Table for item #1 [redacted]
- Samples of CO for training [redacted]
- [redacted] report - 2<sup>nd</sup> run on Thursday, 3/26 at 12pm [redacted]

[redacted]  
Ex. 6 Personal Privacy (PP)

Chemical Control Division  
USEPA/OCSPP/OPPT

[redacted]  
Ex. 6 Personal Privacy (PP)